



Time Reports for Errors - Report Instructions



Agencies are required to run time reports each payroll cycle in order to identify and correct potential payroll errors. Below are instructions on how to execute the reports and open/create agency-specific variants. If you are unable to access these reports or have specific questions related to these reports, please contact the KHRIS Service Center at pers.khrishelpdesk@ky.gov.

TABLE OF CONTENTS

TABLE OF CONTENTS	1
SUMMARY	1
EXECUTE TIME ERROR REPORTS (Required for payroll)	2
TIME ERROR: No Time Entered (PT_BAL00)	2
TIME ERROR: Adverse Weather Makeup Cannot Cause OT (PT_ERL00)	3
TIME ERROR: Negative Comp Balance (PT_QTA10)	4
ADDITIONAL TIME REPORTS/ VARIANTS	5
SELECT A VARIANT	6
CREATE A VARIANT	7

SUMMARY

This document contains the required time reports that must be run every pay period to identify and correct potential payroll errors. Included in this document are instructions on how to execute the reports and open/create agency specific variants. Most of the time related error messages require Time Evaluation to run to either be created or updated. Time Evaluation is scheduled to run every day (7 days a week) at the following times (8am, 10am, 12pm and 2pm). During the payroll week, Time Evaluation may be scheduled to run at more frequent intervals depending on the need.

EXECUTE TIME ERROR REPORTS (Required for payroll)

TIME ERROR: No Time Entered (PT_BAL00)
REPORT: PT_BAL00
VARIANT: 00_TIME_ERRORS
DESCRIPTION: This report will show all full time employees that do not have time keyed
NOTES:

- Required to be run every pay period
- Do not run this report without your agencies cost center number.
- Include an asterisk at the end of the agency cost center number (44555*).
- Check to make sure the correct pay period is showing, change if needed.
- Save your agency specific report as a variant for future use.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections | Search helps | Sort order | Org. structure

Payroll period

Payroll area: SM from 05/01/2011 To 05/15/2011

☐ Current period
☒ Other period

Period: 10 2011 — Check to make sure the correct pay period is showing

Selection

Personnel Number:
Cost center: | Enter the cost center for your agency. Include an asterisk (*) at the end. Example: 44555*

Selection Conditions

☐ Day balances to
☐ Cumulated balances to
☒ Time wage types 2095 to

Value limits (hours) for time/wage types

☐ Take account of value limits (hours)

Data format

Layout: /COST_CENTER

TIME ERROR: Adverse Weather Makeup Cannot Cause OT (PT_ERL00)
REPORT: PT_ERL00
VARIANT: 00_ADVW_LEAVE
DESCRIPTION: This report will show employees with regular hours plus adverse weather makeup hours that exceed 40 in a work week.
NOTES:

- Required to be run every pay period
- Do not run this report without your agencies cost center number.
- Include an asterisk at the end of the agency cost center number (44555*).
- Check to make sure the correct pay period is showing, change if needed.
- Save your agency specific report as a variant for future use.

Time Evaluation Messages Display

Payroll period

Payroll area from To

☐ Current period
☒ Other period

Check to make sure the correct pay period is showing

Selection

Personnel Number

Cost center

Error attributes

Category of Message Type to

Number of Message Type to






Message type to

Layouts Cost Center Added

TIME ERROR: Negative Comp Balance (PT_QTA10)
REPORT: PT_QTA10
VARIANT: 00_NEG_BALANCE
DESCRIPTION: This report will show employees with a current negative comp balance.
NOTES:

- Required to be run every pay period
- Do not run this report without your agencies cost center number.
- Include an asterisk at the end of the agency cost center number (44555*).
- Check to make sure the correct date is showing, change if needed.
- Save your agency specific report as a variant for future use.

Display Absence Quota Information



Further selections

Search helps

Sort order

Period

☐ Today

☐ Current month

☐ Current year

☐ Up to today

☐ From today

☒ Other period

Period

05/15/2011

To

05/15/2011

Payroll period

Check to make sure the correct dates are showing

Selection

Personnel Number

Cost center

Enter the cost center for your agency. Include an asterisk (*) at the end. Example: 44555*

Quota selection

Quota type

3

to

Display

☒ Only EEs with selected quotas

All selected EEs

Only EEs with entitlement

☒ EEs w/rem. ent. only

Amt of remaining entitlement

<

to

Only EEs w/compensation

EEs w/qta used only

Data format

Layout

/NEG BAL

ADDITIONAL TIME REPORTS/ VARIANTS

(This list is not all inclusive)

24/7 EMPLOYEES:

REPORT: PT_BAL00
VARIANT: 00_WEEKLY_HRS (Weekly Hours Keyed)
DESCRIPTION: This report will show 24/7 full time salaried employees with regular/leave hours keyed that do not equal 37.5 or 40 in a week (depending on the type of employee). In order for the system to determine a pay period rate for 24/7 full time salaried employees it has to look at actual hours keyed on the timesheet. **This report should be run for every full time salaried employee on a 24/7 schedule.**

ALL EMPLOYEES:

REPORT: PT_BAL00
VARIANT: 00_EVAL_TIME (Evaluated Time)
DESCRIPTION: This report will show evaluated time by a week or pay period. This report will show you exactly how the system treated the hours keyed on the CAT2 timesheet.

REPORT: PT_BAL00
VARIANT: 00_MOS (Months of Service)
DESCRIPTION: This report will show annual and sick months of service as of a specific date.

REPORT: PT_BAL00
VARIANT: 00_COMP_EARNED (Comp earned in a pay period)
DESCRIPTION: This report will show comp earned in a specific pay period.

REPORT: PT_BAL00
VARIANT: 00_OVERTIME_PP (Paid overtime in a pay period)
DESCRIPTION: This report will show paid over time in a specific pay period.

REPORT: PT_BAL00
VARIANT: 00_ACCRUAL (Leave Balance Summary)
DESCRIPTION: This report will the leave balances/ accruals for a specific period in time.

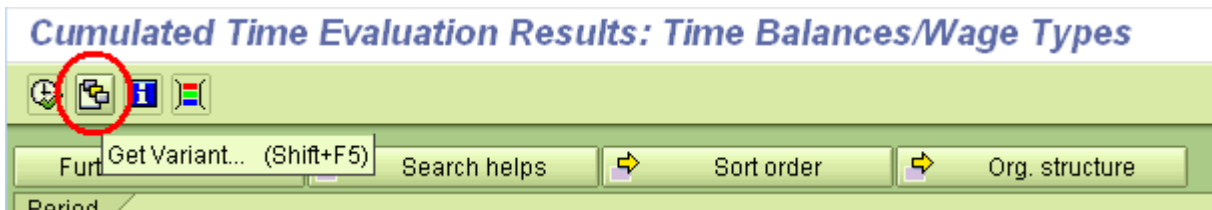
REPORT: PT_ERL00
VARIANT: 00_TIME_ERRORS (Time Evaluation Messages)
DESCRIPTION: This report will show all messages produced from time evaluation

REPORT: PT_QTA10
VARIANT: 00_COMP_LEAVE (Comp Leave Balance Greater than "X")
DESCRIPTION: This report will show all records with a comp balance greater than the number entered.

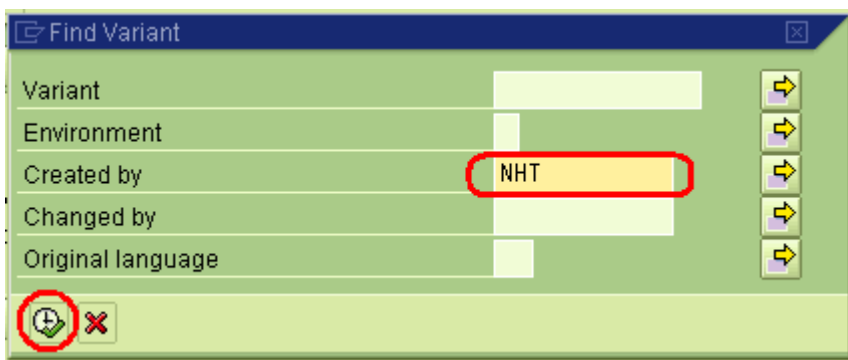
SELECT A VARIANT

A variant is simply a copy of a report with specific fields already selected and attributes already added. Generic variants have already been created as a starting point to run certain reports. These generic variants all start with 00_ in the first part of the variant name. Follow the instructions below to select an existing variant.

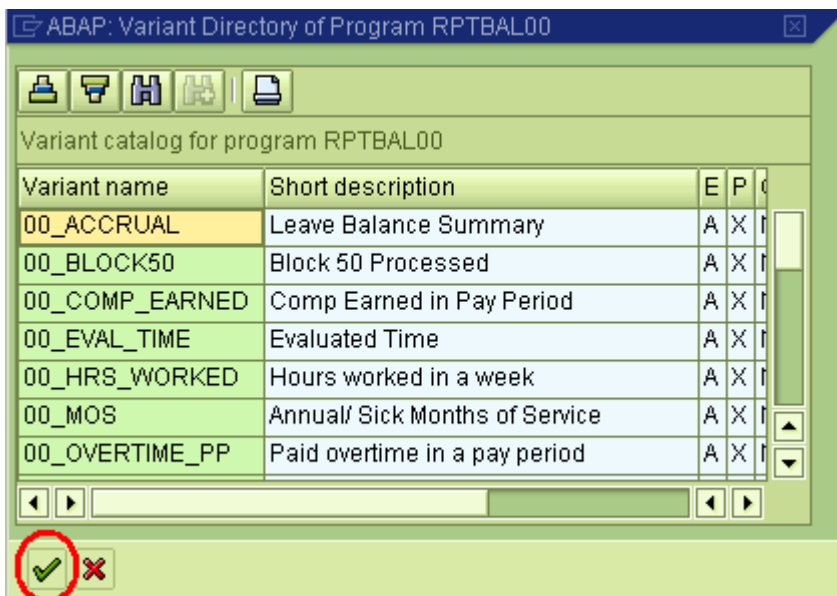
Step 1: Click on the Get Variant button



Step 2: From the Find Variant dialog box, remove your user ID from the Created By field. Select Execute.



Step 3: Select the variant by highlighting the variant and clicking on the green check mark.



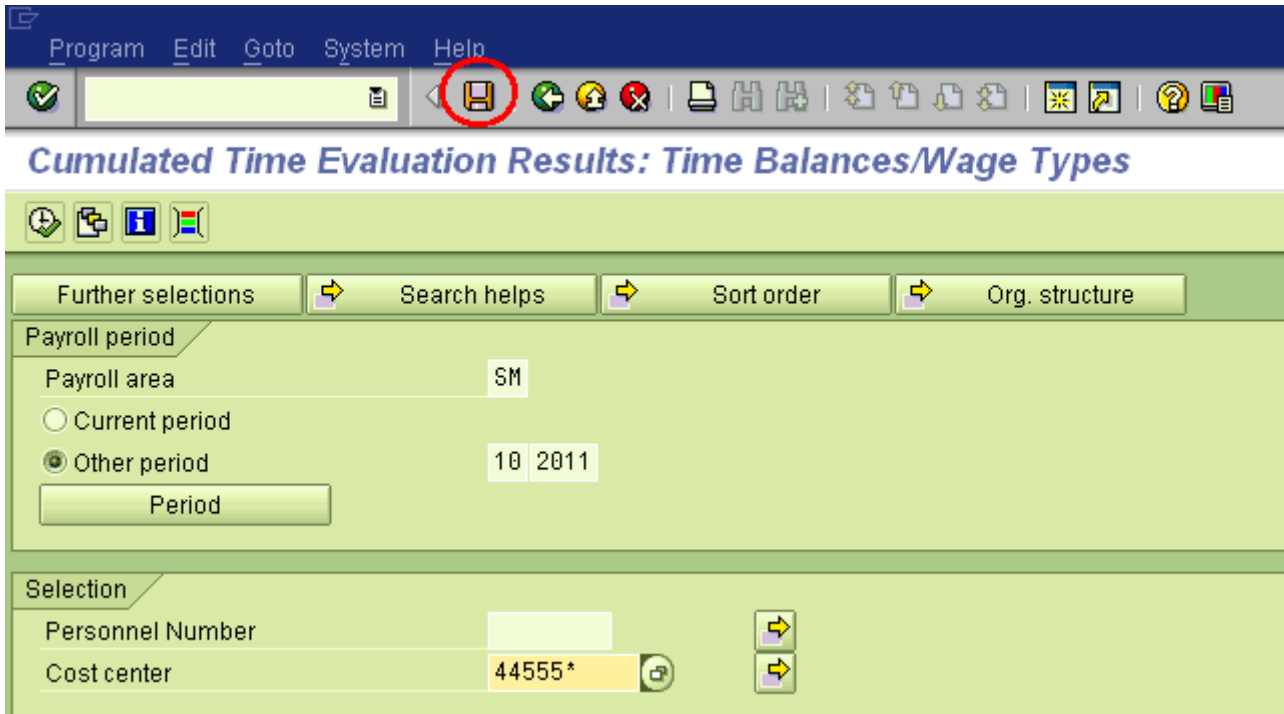
Step 4: Once the report is pulled up, enter your agency specific selection criteria before running the report. Follow the instructions above for executing reports.

CREATE A VARIANT

A variant can be created to store agency specific selection criteria (cost center number, personnel numbers). A variant will allow you to save attributes of a report for future use.

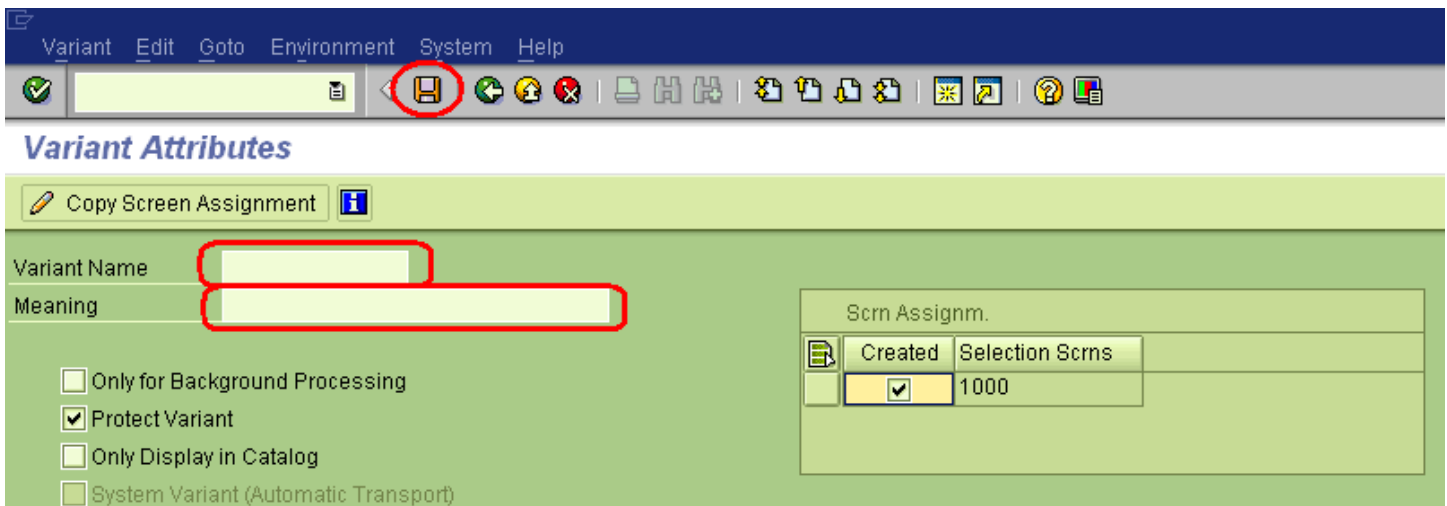
Once you have followed the steps above to pull up a report and add your agency specific selection criteria, follow the instructions below to create a variant.

Step1: Select the Save button from the main tool bar.



The screenshot shows the 'Cumulated Time Evaluation Results: Time Balances/Wage Types' window. The main toolbar at the top contains several icons, with the 'Save' icon (a floppy disk) circled in red. Below the toolbar, the window is divided into several sections. The 'Payroll period' section includes a 'Payroll area' dropdown set to 'SM', radio buttons for 'Current period' and 'Other period' (with 'Other period' selected), and a 'Period' field set to '10 2011'. The 'Selection' section includes a 'Personnel Number' field and a 'Cost center' field set to '44555*'. The 'Cost center' field has a small lock icon next to it.

Step 2: Enter a Variant Name and a Description (remove the existing name/ meaning if it exists). For the Variant Name, start with your agency cost center (54555_) and then a brief description (54555_DIVISION1). Enter a more detailed description in the Meaning field (Division 1 List). Select the save button from the main tool bar.



The screenshot shows the 'Variant Attributes' window. The main toolbar at the top contains several icons, with the 'Save' icon (a floppy disk) circled in red. Below the toolbar, the window is divided into several sections. The 'Variant Name' field is circled in red. The 'Meaning' field is also circled in red. Below these fields, there are several checkboxes: 'Only for Background Processing' (unchecked), 'Protect Variant' (checked), 'Only Display in Catalog' (unchecked), and 'System Variant (Automatic Transport)' (unchecked). On the right side, there is a 'Scrn Assignm.' table with the following data:

Created	Selection Scrs
<input checked="" type="checkbox"/>	1000